

## **CHAPTER 2**

### **DOD DIRECTIVES AND INSTRUCTIONS**

**A. ORGANIZATION OF DOD DIRECTIVES AND INSTRUCTIONS.** DoD Directives shall adhere to the principle of centralized policy-making and should be limited to six pages; DoD Instructions shall adhere to policy execution. They are arranged as follows (and shown in figures 2-1 and 2-2):

#### **1. Headers**

a. The headers consist of the date the issuance was signed, the number of the issuance, and the organizational abbreviation representing the originating OSD Component at the PSA level.

b. The headers are placed by the Directives Division on the issuance after it is signed. The DoD issuance number is assigned by this Division.

#### **2. Subject**

a. The subject should be limited to a single topic and kept brief, preferably on one line.

b. When the topic or a portion of the topic is used as an acronym or abbreviation in the text, it should be established in the subject line.

c. When a DoD Instruction or Publication implements a DoD Directive, the subject of the DoD Instruction or Publication shall not be the same as the DoD Directive.

#### **3. References**

a. References must be listed in the order appearing in the text.

b. When a document is being canceled by the issuance, place the words "hereby canceled" in parentheses after the date of the document; e.g., DoD Directive 3990.1, "Verification of Logistical Support," April 1, 1989 (hereby canceled).

c. When a DoD Publication is cited, the authorizing DoD Directive or Instruction and its date must be identified after the date of the Publication; e.g., DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1, June 7, 1982.

d. When a reissuance of a DoD Directive or Instruction continues to authorize a DoD Publication, the published Publication shall be cited as a reference.

e. Military Department or Joint-Service publications that are implementing or subordinate documents to DoD issuances shall not be cited in DoD Directives or Instructions. However, it may be necessary to cite such documents in DoD Publications.

f. When it is necessary to cite documents not readily available to all users of the issuance, use a footnote to indicate the source of availability, including an address and/or telephone number as shown in figure 2-1.

g. When Executive orders, public laws, or other statutes have already been implemented by a DoD issuance, use the DoD issuance as the reference citation; e.g., use DoD Directive 5400.7, "DoD Freedom of Information Act Program," May 13, 1988, rather than Section 552 of title 5, United States Code or Public Law 93-502. However, when a specific statute is being directly implemented by an issuance, it must be cited as codified; e.g., Section 1175 of title 10, United States Code. Two or more Sections may be cited; e.g., Sections 10605-10607 of title 42, United States Code. If the statute has not been codified, use a public law citation; e.g., Public Law 103-139, "Department of Defense Appropriations Act, 1994," November 11, 1993. Proper statutory authority for DoD issuances may be verified by the Office of the General Counsel, Department of Defense (OGC, DoD), during the drafting phase.

h. When a rule is codified in the CFR, use the CFR citation; e.g., Title 41, Code of Federal Regulations, Part 101.20, "Management of Buildings and Grounds," current edition. If a rule has been published in the Federal Register, but does not appear as codified text in the current edition of the CFR, use the Federal Register citation; e.g., Federal Register, volume 10, page 23671, June 15, 1993.

i. Unpublished material, such as drafts and documents to be published, to be issued, or under revision are usually not available to readers; therefore, they shall not be listed as references.

j. DoD issuances scheduled for cancellation are active documents until the cancellation is in effect. Phrases such as "to be canceled" shall not be cited in the references.

k. References as Enclosures. Documents listed as references shall not be enclosures to the issuance, and vice versa.

l. Style and Format of Reference Citations Frequently Used in DoD Issuances. (See Appendix A.)

#### 4. Sections

a. Guidelines for Sections of DoD Directives and Instructions. Guidelines for developing the sections of DoD Directives and Instructions are as follows (and for examples of formats used in the sections, see figures 2-1 and 2-2):

(1) PURPOSE (REISSUANCE AND PURPOSE). This section gives the reason for the DoD Directive or Instruction and includes the information below (as shown in figure 2-3).

- (a) Authority for the Directive or Instruction.
- (b) Reissuance, superseding, or replacement statements.
- (c) Authority for DoD Publications and other documents.
- (d) Designation of DoD Executive Agents.
- (e) Establishment of boards, panels, etc.

## **(2) APPLICABILITY (APPLICABILITY AND SCOPE)**

(a) This section identifies to whom the DoD Directive or Instruction applies. These DoD Components must respond to the implementation requirements, if required by the DoD Directive or Instruction. (See figure 2-4.) When WHS is required to implement a DoD issuance within OSD, an OSD Administrative Instruction (AI) shall be used.

(b) When referring to the Military Services, state which of the Military Services are included; e.g., The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

(c) Indicate limitations or extent of coverage. The scope, when included, must be in a separate paragraph or paragraphs in this section.

## **(3) DEFINITIONS (if appropriate)**

(a) Terms used in DoD issuances should be defined in this section if the meanings are not well-known or require special explanations. For examples of definitions, see figure 2-5.

(b) Use Joint Pub 1-02 (reference (a)) for military terms not defined adequately in conventional dictionaries. Military terms not defined in reference (a) may be provided to the OSD Joint Terminology Liaison Representative, Directives Division, for inclusion in reference (a). A data base of definitions and abbreviations frequently used in DoD issuances is maintained by the Directives Division and may be consulted.

(c) If terms are less than half a page, list them in this section of the issuance. Terms exceeding half a page must be listed in an enclosure. If there's a reference page as an enclosure, make the definitions page enclosure 2. If not, make it enclosure 1.

(4) **POLICY**. Since this section in a Directive is critically important, it must be well-developed. It states what must be done by adhering to centralized policy-making, focusing on accomplishing the DoD mission, and defining the desired results. Policy should translate ideas, goals, or principles of the DoD mission that must be executed, and define performance mechanisms and oversight that will assess policy success. It must be precise and written so that implementation or supplementation by the DoD Components is not required. If necessary, the policy section may be divided into subsections; e.g., National policy, local policy, objective. DoD Instructions have brief policy statements, but their primary purpose is to execute policy by prescribing a course of action or operating procedures when standardization is necessary.

## **(5) RESPONSIBILITIES**

(a) This section identifies the key officials who must carry out the DoD Directive or Instruction. Examples of responsibilities statements are in figure 2-6.

(b) Responsibilities in DoD Directives shall be assigned only to the DoD officials who report directly to the Secretary or Deputy Secretary of Defense. The Directors of Defense Agencies shall be assigned responsibilities through cognizant PSAs. Since the Commanders of the Unified Combatant Commands report to the President and the Secretary of Defense, they may be assigned direct responsibilities in

DoD Directives with the coordination of the Chairman of the Joint Chiefs of Staff. Deputies are not assigned responsibilities in DoD Directives, and "designee" is not used in DoD issuances. Assigning functional responsibilities to the PSAs, the Secretaries of the Military Departments, and other key officials will not lessen the requirements of deputies and other subordinate officials to perform their duties required in the DoD issuances.

(c) In DoD Instructions, the level of responsibility shall be assigned to officials in subparagraph A.4.a.(5)(b), above. In addition, the originating OSD Components may assign responsibilities to subordinate officials under their cognizance at the level of Deputy Under or Deputy Assistant Secretaries, Directors of Defense Agencies, and Directors of DoD Field Activities.

(d) The responsibilities of the PSA who has cognizance over the issuance must be stated first in this section.

(e) A DoD issuance that assigns responsibilities for an ASD who is under oversight authority of a USD shall give recognition to the authority of the USD. For example, a DoD Directive must state, "The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall."

(f) An originating ASD who is under the oversight authority of a USD may not assign responsibilities to a USD in a DoD Instruction or Publication; the issuance shall be signed by the cognizant USD.

(6) PROCEDURES. When it is necessary to ensure that the guidance being promulgated is fully understood and carried out with an appropriate level of standardization, procedures should be prescribed in DoD Instructions. The objective of procedures is to provide step-by-step instructions or communicate methodology to carry out DoD policy during peacetime and wartime. However, to the maximum extent possible, the DoD Components should be provided the latitude to determine how a given policy is to be implemented within their Components.

(7) INFORMATION REQUIREMENTS (if appropriate)

(a) This section identifies forms, formats, or reporting or record-keeping systems for data or information needed to carry out functions or purposes. It also includes statements of any canceled information requirements.

(b) DoD Directive 8910.1 (reference (b)) establishes policies for managing and controlling information requirements. DoD 8910.1-M (reference (c)) provides procedures for establishing, revising, and canceling information requirements; obtaining information from the public, non-DoD Federal Agencies, and the DoD Components; and operating reports management programs. The Director of Information Operations and Reports (DIOR), WHS, should be contacted for assistance with information requirements.

(c) DoD Instruction 7750.7 (reference (d)) establishes policies for the DoD Forms Management Program. Assistance with forms may be obtained from DIOR, WHS.

(d) DoD Directive 8320.1 and DoD 8320.1-M (references (e) and (f)) establish policies and procedures for the DoD Data Elements and Codes Program. Assistance with data elements and codes may be obtained from DIOR, WHS.

(8) EFFECTIVE DATE (EFFECTIVE DATE AND IMPLEMENTATION)

(a) The effective date of a DoD Directive or Instruction is the date the issuance becomes binding unless otherwise specified; i.e., a retroactive date because of legislation or a future date.

(b) Implementation or supplementation of a DoD Directive, in most instances, should be left to the discretion of the DoD Components. DoD Component heads are obliged to ensure that the DoD policy is distributed within their Activities, and should have latitude in carrying out a given policy to add whatever implementing or supplementing documents they feel are necessary to achieve results. However, in those rare instances when implementing documents are necessary, at least 120 days should be given, unless secretarial, legislative, or executive policy requires implementation by a specific date that necessitates a shorter response time. Implementing documents shall be forwarded to the PSA level. When implementing documents are not required, or when the deadline for issuing implementing documents has not been met, the DoD Directive, DoD Instruction, or DoD Publication shall be directly applicable to all elements within a DoD Component, and the Head of the Component shall be responsible for carrying out the DoD policy. Figure 2-7 shows examples of effective date (effective date and implementation) statements.

5. Signature. DoD Directives are signed by the Secretary or the Deputy Secretary of Defense. DoD Instructions are signed by PSAs.

6. Enclosures. Enclosures consist of material that may not be included in established sections of DoD issuances. In rare instances when enclosure material is so extensive and complex that a breakdown is needed, a Table of Contents may be used. The material should be separated into "Parts" in the Table of Contents. (See subparagraph B.2.g.(2)(b) of Chapter 4.) It should follow enclosures for references and definitions, if any. Do not include enclosures in the reference citations. List enclosures on the signature page. They must be originals or camera-ready copies.

7. Attachments to Enclosures. List attachments on the last page of an enclosure. Attachments should be originals or camera-ready copies.

B. CHARTERS

1. Organizational Charters are DoD Directives stating the responsibilities, functions, relationships, and authorities of OSD, the Defense Agencies, and the DoD Field Activities. These charters shall be developed by the Director of Organizational and Management Planning (O&MP), Office of the Director of Administration and Management (ODA&M), OSD, in coordination with the head of the cognizant Component.

2. Charters for boards, councils, and committees have such headings as mission, functions, administration, organization, relationships, authority, and operations. These charters shall be developed by the cognizant Component.

C. STYLE AND FORMAT. Writing style and format for the text of DoD Directives and Instructions are in Chapter 4.



# Department of Defense DIRECTIVE

NUMBER

SUBJECT: Family Policy

References: (a) Secretary of Defense Memorandum, "Department of Defense Family Policy," January 15, 1988 (hereby canceled)  
(b) Executive Order 12606, "The Family," September 2, 1987  
(c) Family Policy Council (FPC) Report 10, "The American Family in the Year 2000," May 8, 1989<sup>1</sup>

## A. PURPOSE

This Directive:

1. Supersedes reference (a) and establishes policy and assigns responsibilities on family policy for DoD civilian and military personnel.
2. Implements family policy-making criteria in reference (b), ensuring that the rights and autonomy of DoD families are considered in the formulation and implementation of DoD policies.

## B. APPLICABILITY AND SCOPE

This Directive applies to:

1. The Office of the Secretary of Defense, the Military Departments (excluding their Reserve components), the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.
2. All DoD civilian and military personnel and their families.

## C. DEFINITIONS

1. Family Support System. The network of agencies, programs, services, and individuals that supports military readiness by preventing or ameliorating family stressors, promoting healthy community environments, and freeing DoD personnel from family worries so they are able to focus on unit missions.
2. Relocation Assistance. Provides support, information preparation, and education for managing the demands of the military mobile life-style. The program provides continued support throughout the entire assignment process.

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<sup>1</sup> Available from the Family Policy Council, 500 State Street, Washington, DC 20000

Figure 2-1. DoD Directive

#### **D. POLICY**

It is DoD policy that:

1. Family policy-making criteria, as prescribed in E.O. 12606 (reference (b)), be followed, to the extent permitted by law, in formulating and implementing policies having significant impact on DoD personnel and their families.
2. DoD personnel and their families be provided a quality of life that reflects the highest standards and pride of the Nation they defend, and that this policy be achieved by working in partnership with DoD personnel and their families, recognizing their role in the readiness of the Total Force.
3. DoD personnel, both married and single, bear primary responsibility for the welfare of their families. Nevertheless, the total commitment demanded by military service requires that they and their families be provided a comprehensive family support system.
4. Family support systems be designed to assist commanders in accomplishing installation mission requirements, consistent with FPC Report 10 (reference (c)).
5. The DoD Family Policy Coordinating Committee shall share and coordinate information on military family issues, research, and programs among the Military Departments and the DoD Components to increase understanding of:
  - a. The relationship between family factors and readiness.
  - b. The strengths, needs, and demographic characteristics of DoD personnel and their families.
  - c. The impact of mobilization on family support systems.
6. Family support systems be allocated resources to accomplish their missions, as prescribed in this Directive, and the DoD Components shall collaborate and coordinate with each other and civilian agencies to ensure maximum use of resources.

#### **E. RESPONSIBILITIES**

1. The Under Secretary of Defense for Personnel and Readiness shall monitor compliance with this Directive.
2. The Secretaries of the Military Departments and the Heads of the Other DoD Components shall ensure compliance with the family policy-making criteria in reference (b).
3. The Secretaries of the Military Departments shall ensure that:
  - a. Comprehensive family support systems are developed at DoD Installations.

b. Family support systems are allocated the resources required to accomplish their missions.

F. EFFECTIVE DATE

This Directive is effective immediately.



# Department of Defense INSTRUCTION

Aug 94  
DoD 5025.1-M

NUMBER

**SUBJECT: Relocation Assistance Programs**

**References:** (a) DoD Directive 9900.0, "Family Policy," August 15, 1990  
(b) Public Law 101-189, "National Defense Authorization Act for Fiscal Years 1990 and 1991," November 29, 1989  
(c) DoD 4165.63-M, "DoD Housing Management," June 1988, authorized by DoD Directive 4165.63, July 20, 1989

**A. PURPOSE**

This Instruction:

1. Implements policy, assigns responsibilities, and prescribes procedures under reference (a) for implementation and use of relocation assistance programs.
2. Implements reference (b).

**B. APPLICABILITY**

This Instruction applies to the Office of the Secretary of Defense and the Military Departments (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, and the Air Force.

**C. POLICY**

It is DoD policy under reference (a) that relocation assistance programs be established to provide information and services to support DoD personnel and their families who are undergoing a permanent change of station (PCS) move.

**D. RESPONSIBILITIES**

1. The Under Secretary of Defense for Personnel and Readiness shall monitor compliance with this Instruction and reference (c).
2. The Secretaries of the Military Departments shall establish and maintain the DoD Family Policy Coordinating Committee consisting of a representative from each of the Military Services.
3. The Heads of the Other DoD Components shall:
  - a. Ensure compliance with this Instruction.

Figure 2-2. DoD Instruction

b. Ensure that DoD personnel and their families are informed of relocation services, with particular emphasis on junior personnel and their families.

#### **E. PROCEDURES**

1. The DoD Family Policy Coordinating Committee shall:

a. Share information and coordinate decisions on relocation assistance programs among the DoD Components.

b. Assess available information and systems development.

c. Prepare the annual report to Congress and other appropriate reports.

2. Relocation program services shall be prominently visible and accessible at DoD installations.

3. Relocation programs shall be staffed with trained personnel.

4. Relocation assistance programs shall provide relocation information that can be linked through existing automated communication networks worldwide.

5. Relocation assistance programs shall be established for each military installation with at least 500 DoD personnel assigned to or serving at the installation.

6. Relocation assistance programs shall provide the following types of relocation assistance for DoD personnel and their families who are authorized to move in connection with a pending PCS move:

a. Predeparture assistance, destination area information, and preparation shall be provided by the losing command before a PCS move, with emphasis on pre-departure preparations and counseling by trained counselors. Relocation counseling shall include such areas as:

(1) Transfer circumstances and needs.

(2) Sponsor at the new location.

(3) Moving costs and entitlements.

(4) Housing.

b. Post-arrival settling-in services shall be provided by the gaining command; e.g., sponsorship program; government and private housing and home-finding services; and spouse employment, education, and volunteer opportunities.

c. Counseling services shall be provided, such as financial counseling; home buying and selling; renting; stress management (aimed at the prevention and intervention of domestic violence); property management; and shipment and storage of household goods (including motor vehicles and pets). Information on the Exceptional Family Member Program shall be an integral part of the relocation assistance program and exercised by both the losing and gaining commands.

d. All personnel requesting housing-related relocation services shall be directed to the installation housing office at both the losing and gaining commands to ensure that full housing services are made available to relocated Service members to include provisions for the Exceptional Family Member Program.

**F. INFORMATION REQUIREMENTS**

The annual reporting requirements in paragraph E.1.c., above, has been assigned Report Control Symbol DD-P&R(A) 0000.

**G. EFFECTIVE DATE**

This Instruction is effective immediately.

[signature and title of PSA]

### Standard (Directive)

#### A. PURPOSE

This Directive establishes policy and assigns responsibilities under reference (a) for producing agricultural products.

#### A. PURPOSE

This Directive:

1. Implements Section 345 of reference (a).
2. Establishes policy and assigns responsibilities under reference (b) for producing agricultural products.

### Standard (Instruction)

#### A. PURPOSE

This Instruction implements policy, assigns responsibilities, and prescribes procedures under reference (a) to carry out relocation assistance programs.

### Authorizing a DoD Publication

#### A. PURPOSE

This Directive:

1. Establishes policy and assigns responsibilities under reference (a) for producing agricultural products.
2. Authorizes the publication of DoD 8899.22-M, consistent with reference (b).

### Establishing a committee, panel, board, group, etc.

#### A. PURPOSE

This Directive:

1. Establishes policy and assigns responsibilities under reference (a) for producing agricultural products.
2. Establishes the DoD Agriculture Committee.

Figure 2-3. Formats for Purpose (Reissuance and Purpose)

### **Designating an Executive Agent**

#### **A. PURPOSE**

This Directive:

1. Establishes policy and assigns responsibilities under reference (a) for producing agricultural products.
2. Designates the Secretary of the Army as the DoD Executive Agent for agricultural matters.

### **Canceling the existing DoD Directive and a Directive with a different number**

#### **A. PURPOSE**

This Directive:

1. Replaces references (a) and (b).
2. Updates policy and responsibilities for administering the supply and maintenance program for tanks under reference (c).

### **Canceling a directive-type memorandum**

#### **A. PURPOSE**

This Directive:

1. Supersedes reference (a).
2. Implements references (b) and (c) by establishing policy and assigning responsibilities for the development of computer software within the Department of Defense.

### **Reissuance and purpose (Standard)**

#### **A. REISSUANCE AND PURPOSE**

This Directive:

1. Reissues reference (a) to update policy and responsibilities for the Carnegie Program under reference (b).
2. Continues to authorize the publication of DoD 8444.6-M, consistent with reference (c).
3. Continues to authorize the DoD Carnegie Program Committee.

Figure 2-3. Formats for Purpose (Reissuance and Purpose), continued

## **Reissuing a DoD Directive as a DoD Instruction**

### **A. REISSUANCE AND PURPOSE**

This Instruction:

1. Reissues reference (a) as a DoD Instruction under the authority of reference (b).

Figure 2-3. Formats for Purpose (Reissuance and Purpose), continued

## **Applicability (Standard)**

### **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Defense Agencies (hereafter referred to collectively as "the DoD Components").

## **The Unified Combatant Commands, the Inspector General of the Department of Defense (IG, DoD), and the DoD Field Activities**

### **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense (IG, DoD), the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

## **The Uniformed Services University of the Health Sciences (USUHS)**

### **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Sciences (USUHS), the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

## **Excludes the Reserve components (including the National Guard) and includes the term "Military Services"**

### **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense, the Military Departments (excluding the Reserve components), the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, and the Defense Agencies (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

Figure 2-4. Formats for Applicability (Applicability and Scope)

**Includes the Coast Guard when it is operating as a Military Service in the Navy**

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments (including the Coast Guard when it is operating as a Military Service in the Navy), the Chairman of the Joint Chiefs of Staff, and the Unified Combatant Commands (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

**Includes the Coast Guard when it is NOT operating as a Military Service in the Navy**

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense, the Military Departments (including the Coast Guard when it is not operating as a Military Service in the Navy by agreement with the Department of Transportation (DoT), the Chairman of the Joint Chiefs of Staff, and the Unified Combatant Commands (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

**Includes the Commissioned Corps of the Public Health Service (PHS), the National Oceanic and Atmospheric Administration (NOAA), and the term "Uniformed Services"**

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD) and the Military Departments (hereafter referred to collectively as "the DoD Components"); and the Commissioned Corps of the Public Health Service (PHS) and the National Oceanic and Atmospheric Administration (NOAA) under agreements with the Departments of Health and Human Services and Commerce (DHHS and DoC). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps; and the term "the Uniformed Services" refers to the Army, the Navy, the Air Force, the Marine Corps, and the Commissioned Corps of the PHS and NOAA.

**Identifies a specific Military Department or Defense Agency**

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD), the Department of the Army, and the Defense Agencies having responsibility for the production of alloys (hereafter referred to collectively as "the DoD Components").

Figure 2-4. Formats for Applicability (Applicability and Scope), continued

## Scope (Standard)

### B. APPLICABILITY AND SCOPE

This Directive:

1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Defense Agencies (hereafter referred to collectively as "the DoD Components").
2. Does not apply to the civil works function of the Department of the Army.

Figure 2-4. Formats for Applicability (Applicability and Scope), continued

## Definitions that do not exceed half of a page in a DoD Directive or Instruction

### C. DEFINITIONS

1. Electromagnetic Compatibility (EMC). The ability of telecommunications equipments, subsystems, and systems to operate in their intended operational environments without suffering or causing unintentional, unacceptable degradation because of EM radiation or response.
2. Telecommunication. Any transmission, emission, or reception of signs, signals, writings, images, sounds, or information of any nature by wire, radio, visual, or other EM system.

## Statement used when definitions exceed half of a page in a DoD Directive or Instruction

### C. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

## Statement used when definitions are in another document

### C. DEFINITIONS

The following terms, used in this Directive, are defined in Joint Pub 1-02 (reference (c)):

1. Command, control, and communications countermeasures.
2. Electronic warfare.
3. Wartime reserve modes.

Figure 2-5. Formats for Definitions

**Definitions in an enclosure of a DoD Directive or Instruction**

**DEFINITIONS**

1. **Contracted Fundamental Research.** Research performed under grants or contracts funded by budget category 6.1 (Research), whether performed by universities or industry, or funded by budget category 6.2 (Exploratory Development) and performed on campus at a university.

2. **Contractor.** An individual or organization outside the U.S. Government who has accepted any type of agreement or order to provide research, supplies, or services to a U.S. Government Agency, including both prime contractors and subcontractors.

a. **Qualified U.S. Contractor.** In accordance with DoD Directive 5230.25 (reference (c)), a private individual or enterprise located in the United States whose eligibility to obtain unclassified export-controlled technical data has been established under procedures developed by USD(A&T).

b. **DoD Potential Contractor.** An individual or organization outside the Department of Defense declared eligible for DoD information services by a sponsoring DoD activity on the basis of participation in one of the following programs:

(1) The Department of the Army Qualitative Requirement Information Program.

(2) The Department of the Navy Industry Cooperative Research and Development Program.

(3) The Department of the Air Force Potential Contractor Program.

(4) The DoD Scientific and Technical Information Program.

Figure 2-5. Formats for Definitions, continued

## **Responsibilities of PSAs and the Chairman of the Joint Chiefs of Staff**

### **E. RESPONSIBILITIES**

1. The Under Secretary of Defense for Policy shall develop overall security policy.
2. The Assistant to the Secretary of Defense for Public Affairs shall:
  - a. Develop procedures for news media coverage.
  - b. Review guidelines for the release of DoD information to the public.
3. The Assistant Secretary of Defense for Command, Control, Communications, and Intelligence shall coordinate information on secure communications.
4. The Assistant to the Secretary of Defense for Atomic Energy shall:
  - a. Serve as the advisor for issues on nuclear weapons security.
  - b. Provide representation on the Inter-Agency Advisory Committee.
5. The General Counsel of the Department of Defense shall provide advice and assistance on all legal matters.
6. The Chairman of the Joint Chiefs of Staff shall evaluate and validate requirements for policy decisions.

## **Responsibilities of PSAs who must coordinate with other PSAs**

### **E. RESPONSIBILITIES**

1. The Under Secretary of Defense for Policy, in coordination with the Under Secretary of Defense for Acquisition and Technology, shall manage the DoD security program for DoD nuclear reactors.
2. The Assistant to the Secretary of Defense for Public Affairs shall provide standards and guidance on public affairs matters regarding nuclear reactors.

Figure 2-6. Formats for Responsibilities

**Responsibilities of a PSA as the Chair of a Committee, Board, etc.**

**E. RESPONSIBILITIES**

1. The Under Secretary of Defense for Acquisition and Technology, as Chair of the Defense Acquisition Board (DAB), shall ensure the adequacy of ECCM on all systems.

**Responsibilities of the heads of DoD Components**

**E. RESPONSIBILITIES**

1. The Heads of the DoD Components shall:

- a. Take action at the request of the Secretary of the Air Force in furthering the objectives of the Commercial Space Launch Act (reference(a)).
- b. Implement the policy for pricing and disposing of collections.

**Responsibilities of the heads of DoD Components with exceptions**

**E. RESPONSIBILITIES**

1. The Heads of the DoD Components (other than the Secretaries of the Military Departments) shall:

- a. Prescribe procedures to implement this program within their Components.
- b. Report annually to OSD as outlined in subsection F.4., below.

**Responsibilities of the heads of DoD Components with additional responsibilities assigned to a specific DoD Component**

**E. RESPONSIBILITIES**

1. The Secretaries of the Military Departments and the Heads of the Other DoD Components, including the Directors of the Defense Agencies, under OSD Principal Staff Assistants, and those that report directly to the Secretary or Deputy Secretary of Defense shall:

- a. Ensure compliance with the family policy-making criteria, as prescribed in E.O. 12606 (reference(b)).
- b. Ensure that DoD personnel and their families are informed of the policy in this Directive.

2. The Secretaries of the Military Departments shall ensure that comprehensive family support systems are developed at DoD installations, based on installation-specific needs and mission requirements.

Figure 2-6. Formats for Responsibilities, continued

### **Responsibilities assigned to a PSA and one Military Department**

#### **E. RESPONSIBILITIES**

1. The Assistant Secretary of Defense for Health Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall:

- a. Establish planning criteria for the levels of health services to be provided by the Military Services.
- b. Approve deployable medical systems that have been developed.
- c. Review the Military Services' procurement programs to ensure maximum standardization of deployable medical systems.

2. The Secretary of the Army shall:

- a. Provide administrative support to DMSB.
- b. Program, budget, and finance the operations of DMSB.

### **Responsibilities of the Unified Combatant Commands**

#### **E. RESPONSIBILITIES**

1. The Commanders of the Unified Combatant Commands shall select a Service counterintelligence organization to provide CISO to act as the command's counterintelligence coordination authority under subsection D.7., above.

### **Responsibilities for Directors of all Defense Agencies**

E. The Directors of the Defense Agencies, under OSD Principal Staff Assistants, and those that report directly to the Secretary or Deputy Secretary of Defense shall respond to requests by the DoD Executive Agent to identify resources for the DoD Resources Data Base.

### **Responsibilities of individual commanders of the Unified Combatant Commands**

#### **E. RESPONSIBILITIES**

1. The U.S. Commander in Chief, Europe and the U.S. Commander in Chief, Atlantic, shall:

- a. Manage all aspects of the NATO Infrastructure Program.
- b. Inform the DoD Component Commands of policies and establish procedures for infrastructure facility requirements.

### **Responsibilities for the Directors of Defense Agencies, under PSAs, and one who reports directly to the Secretary or Deputy Secretary of Defense**

E. The Directors of the Defense Agencies, under OSD Principal Staff Assistants, and the Director of the National Security Agency shall prescribe procedures to implement the program.

**Implementing documents are not required**

**G. EFFECTIVE DATE**

This Directive is effective immediately.

**G. EFFECTIVE DATE**

This Directive is effective immediately and is mandatory for use by all the DoD Components. No implementing documents are required, and this Directive shall not be supplemented by the DoD Components without the approval of the Under Secretary of Defense for Acquisition and Technology. This Directive shall be forwarded to program managers, subordinate commands, and field activities within 60 days. All documents that implement or supplement the DoD Directives, Instructions, and Publications canceled by this Directive shall be canceled by January 1, 1996.

**Implementing documents are required**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense for Reserve Affairs within 120 days.

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. DoD 5505.1-M constitutes implementation of this Directive.

**Implementing documents or changes to existing implementing documents are required**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Forward two copies of implementing documents to the Under Secretary of Defense for Policy within 120 days; forward two copies of changes to existing implementing documents within 90 days.

Figure 2-7. Formats for Effective Date (Effective Date and Implementation)

**Implementing documents are required by a specific calendar date**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Forward one copy of implementing documents to the Inspector General of the Department of Defense by December 31, 1994.

**A portion of the DoD issuance is effective on a specific calendar date and implementing documents are required**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

Subparagraph D.1.c.(4) (d), above, is effective December 4, 1995. The remaining provisions of this Directive are effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense for Health Affairs within 120 days.

**Implementing documents are required from specific DoD Components**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. The Secretaries of the Military Departments and the Director, Defense Information Systems Agency, shall forward one copy of implementing documents to the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence within 120 days.

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. The Secretaries of the Military Departments shall forward one copy of implementing documents to the Assistant Secretary of Defense for Reserve Affairs within 120 days.

**Figure 2-7. Formats for Effective Date (Effective Date and Implementation), continued**

**Implementing documents must be provided to two different PSAs**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Forward one copy of implementing documents to the General Counsel of the Department of Defense and the Assistant Secretary of Defense for Health Affairs within 120 days.

**Implementing documents must be a joint-Service publication**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. The Executive Agent shall forward two copies of the implementing joint-Service publication to the Under Secretary of Defense for Personnel and Readiness within 120 days.

**Figure 2-7. Formats for Effective Date (Effective Date and Implementation),  
continued**